National Archives and Records Administration

Records Management Training Catalog

FY 2006

NARA Records Management Training

Introduction

As part of the National Archives and Records Administration's (NARA) mission to ensure ready access to essential evidence that documents the rights of American citizens, the actions of Federal officials, and the national experience, we partner with stakeholders to ensure that:

- Federal agencies can economically and effectively create and manage records necessary to meet business needs;
- Records are kept long enough to protect rights and assure accountability; and
- Records of archival value are preserved and made available for future generations.

To achieve our goals, NARA's Strategic Plan calls for a redesign of Federal records management, including a change in Federal records policies and procedures. NARA has developed updated records management courses designed to meet the changing Federal recordkeeping environment.

Records Management Courses Offered Nationwide

Training is delivered at NARA regional facilities, NARA Washington, DC, area facilities, and other locations across the country. NARA's national training program includes courses in six Areas of Knowledge (see pp. 6–11) that are relevant to anyone responsible for managing Federal records and comprise NARA's Certificate Program in Federal Records Management. Other courses in the national curriculum include Basic Records Operations, Advanced Electronic Records Management, and three half-day courses targeting program managers, legal counsel, and information technology professionals (see pp. 12–17). In addition, the training locations nationwide offer focused records management workshops of particular need in their regions.

Six Knowledge Areas

Participants in NARA's records management courses will receive a comprehensive overview of managing information by performing practical task-oriented, hands-on exercises throughout each course. The courses focus on using records management as a tool for supporting agency business processes. Upon completion of these courses, participants will have the information and skills necessary to perform their records management duties more efficiently and effectively.

These courses are:

- Knowledge Area One: *Records Management Overview*
- Knowledge Area Two: *Creating and Maintaining Agency Business Information*
- Knowledge Area Three: *Records Scheduling*
- Knowledge Area Four: *Records Schedule Implementation*
- Knowledge Area Five: *Asset and Risk Management*
- Knowledge Area Six: *Records Management Program Development*

Certification of Federal Records Management Training

NARA offers an optional certification program for individuals who successfully complete training in the primary knowledge areas of Federal records management.

The goals of the NARA certification program are to:

- Raise awareness and improve effectiveness of Federal records management;
- Increase the level of professionalism of those managing Federal records;

- Give Federal records professionals a set of benchmarks to gauge their professional development; and
- Give NARA the ability to better assess the effectiveness of its training program.

Participants may take examinations upon completion of courses in Knowledge Areas Two through Six. Those who successfully pass all five examinations will receive NARA's Certification of Federal Records Management Training, signed by the Archivist of the United States. Knowledge Area One is recommended as a foundation course for those seeking certification but does not have an associated exam.

Specialized Courses

Federal employees who are new to records management or whose jobs entail specific records tasks may learn practical how to's in *Basic Records Operations.* Experienced records professionals can build on the knowledge area certificate courses by focusing on the issues related to electronic records in the *Advanced Electronic Records Management* course.

NARA is also reaching out to other communities in Federal agencies to advise them of their legal obligations for preserving each agency's records and the benefits. NARA's national curriculum offers professional development in records management as it relates to three audiences crucial to the effective and legal handling of Federal records: program managers, information technology staff, and legal counsels. The courses are:

- *A Survival Guide for Information Technology Professionals: Information Assurance and Records Management*

- *The Case for Records Management: Issues for Federal Legal Counsel*
- *Recordkeeping: A Program Manager's Survival Guide*

A special one-hour web-based introduction to records management appropriate for all Federal employees is available through the NARA training site below.

Other Courses, Briefings, Workshops, and Tailored Training

In addition, NARA offers topical courses, briefings, and workshops across the country. The specific offerings address e-mail, electronic records, digital imaging, vital records and disaster preparedness and response. Detailed descriptions and information about each of these courses are available on NARA's web site at ***www.archives.gov/records-mgmt/training/***

NARA also develops tailored training to meet the particular needs of an agency. Training can be conducted at that agency's location. Pricing for tailored training is dependent upon the amount of customization and development necessary. For more information on agency-specific offerings, please contact your NARA representative or place your request through ***records.mgt@nara.gov***

Courses are open to all Federal employees, Federal contractors, and employees of state and local governments and international organizations. It is important that non-Federal participants understand that information provided in NARA's records management classes is based on relevant Federal laws, regulation, policies, and procedures.

NARA does not discriminate on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent in its records management training classes.

Knowledge Area One (KA1)
Records Management Overview

What are valuable agency resources and business assets? Records are. This course provides an overview of the basic concepts and practices of managing Federal records. Understand the variety of activities involved at each stage of the records lifecycle—creation, maintenance and use, and disposition.

Outcomes

By the end of the course, participants will be able to:

- Define Federal records and distinguish them from nonrecord materials and personal papers;
- Understand the organization and function of an agency records management program;
- Understand the basic strategies, including recordkeeping requirements, for managing records in all formats; and
- Describe the long-term use and potential permanent value of records.

Who should attend?

All Federal personnel will find this introductory course helpful to understanding Federal records management. This course will be especially useful for agency managers and employees who can only attend records management training for one day but desire a comprehensive overview. Although this course is not part of the Certification of Federal Records Management Training, it is recommended as a foundation for newcomers to the records management field and anyone interested in taking the five records management courses that are required for the optional certification program.

Length: 1 day   **Cost:** $150

Knowledge Area Two (KA2)

Creating and Maintaining Agency Business Information

What are Federal records management requirements, why are they important, and how are they applied to agency records? This course focuses on the development and implementation of policies and procedures for adequate and proper documentation of agency business. It demonstrates how record-keeping requirements for creating and maintaining records can improve the economy and efficiency of agency operations.

Outcomes

By the end of the course, participants will be able to:

- Identify Federal records and how they are used to document and support the business process;
- Determine the recordkeeping requirements—for paper and electronic records—that ensure adequate and proper documentation of agency business operations;
- Gather information about records as a basis for efficient filing and storage solutions;
- Maintain the records specific to your agency's program including those created by e-mail, word processing, and imaging systems; and
- Identify the strategies and challenges for satisfying recordkeeping requirements in electronic records management systems.

Who should attend?

Anyone involved with the development or implementation of a records system, whether using traditional paper filing methods or electronic document/records management applications.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Knowledge Area Three (KA3)
Records Scheduling

What do you do with information and records that you no longer need for business purposes? How you schedule your records determines the basis for meeting your agency's operating, fiscal, and legal needs. This course includes the legal requirements and practical advantages in scheduling records as well as the disposition practices necessary to meet an agency's business needs and NARA's recordkeeping requirements.

Outcomes

By the end of the course, participants will be able to:

- Perform a business and records analysis to determine information needs and identify risks associated with records disposition;
- Gather information about records as a basis for preparing a records schedule;
- Apply the General Records Schedule to appropriate administrative records;
- Develop disposition instructions for records, in all media, based on agency business needs, accountability, legal issues and archival value; and
- Know the steps in obtaining internal and external approvals of the Standard Form 115 (SF-115), which is used to schedule records.

Who should attend?

Anyone responsible for developing or updating agency records schedules or whose work is associated with developing records retention requirements for records and information systems.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Knowledge Area Four (KA4)

Records Schedule Implementation

How do you ensure the proper disposition of your agency's records? This course provides an overview of how to apply the General Records Schedules and other NARA-approved records schedules to Federal records. It covers the key elements of a records disposition program, including the destruction of temporary records, the transfer of records to off-site storage, and the transfer of permanent records to the National Archives.

Outcomes

By the end of the course, participants will be able to:

- Interpret disposition instructions from many types of records schedules;
- Determine when and how to transfer records to off-site storage;
- Maintain intellectual control over records stored off-site;
- Ensure the proper disposal of temporary records; and
- Transfer permanent records to the National Archives.

Who should attend?

Anyone responsible for creation, maintenance and use, and disposition of agency business records, particularly staff who transfer records to records centers or the National Archives.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Knowledge Area Five (KA5)

Asset and Risk Management

Are records valuable assets to your agency business process? Of course! How you manage your assets by applying appropriate records management procedures is a critical task in any organization. This course covers the fundamentals of risk management and cost benefit analysis and how they relate to maintaining a viable records management program. The course raises awareness of risk situations and provides managers with the decision-making tools they need to address current and future program needs.

Outcomes

By the end of the course, participants will be able to:

- Understand the key concepts of analyzing and managing the risk to agency assets (records);
- Identify and assess records management risks within your agency's programs;
- Prioritize risks and develop mitigation strategies; and
- Identify resources, including the use of NARA services, to develop a risk management program.

Who should attend?

Anyone responsible for managing, operating, or evaluating agency programs, particularly agency records management programs, and staff responsible for developing policies that involve these programs.

Length: 2 days   **Cost:** $300

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Knowledge Area Six (KA6)

Records Management Program Development

How effective is your agency's records management program? This course covers the concepts and practices involved in developing a successful records management program and subsequent evaluations. You will learn how to market and promote your program, including the development of a training program for all levels of agency staff.

Outcomes

By the end of the course, participants will be able to:

- Evaluate current recordkeeping practices within your Federal agency;
- Analyze need for using external resources to assist with your agency;
- Market and promote your agency's records management program;
- Establish an effective training program for all levels of personnel; and
- Protect records from unauthorized destruction and alienation.

Who should attend?

Anyone responsible for managing, operating, or evaluating records management programs and those involved in the development of records management training for agency staff.

Length: 1 day   **Cost:** $150

This course is required for obtaining NARA's Certification of Federal Records Management Training.

Specialized Courses
Basic Records Operations

This course describes what to file, how to file it, and how to remove files no longer needed for current business. It covers the variety of activities involved in the maintenance and use, as well as the disposition of Federal records. Basic Records Operations (BRO) is an updated addition to the Federal records management training program offered by the National Archives and Records Administration (NARA).

Outcomes

By the end of the course, participants will be able to:
- Define Federal records and distinguish them from nonrecord materials and personal papers;
- Reduce unnecessary filing;
- Know basic files management principles to administer office records;
- Inventory records;
- Apply records disposition schedules; your agency's and the General Records Schedules; and
- Transfer non-current records to records centers.

Who should attend

The target audience for this course is records liaisons, secretaries, files custodians, and others who maintain records as part of their jobs. Records managers and records officers new to the field or needing a refresher will also find the course useful. The course is designed for those needing the task-oriented records management basics, but who are not planning to achieve the certificate of Federal Records Management Training.

Length: 1 day   **Cost:** $150

Specialized Courses

A Survival Guide for Information Technology Professionals:
Information Assurance and Records Management

IT professionals are in unique positions related to electronic records as they administer the systems of an agency. They are often responsible for the servers that house the records an agency creates and for software that manages documents and records. This half-day course is designed to raise awareness within the IT community of the legal responsibilities for records management and the consequences for noncompliance that are directly tied to IT. This course will discuss system requirements, transfer specifications for electronic records, and other topics. It will cover resources that are available to assist the IT professional as they perform their duties.

Outcomes

By the end of this course, participants will have learned about:

- Examples of lawsuits involving electronic records;
- Discovery of your electronic records and E-FOIA;
- Spoliation of electronic evidence;
- Law and regulations that govern Federal records;
- Standards and practices to save you time and resources, and increase efficiency;
- Role and responsibilities regarding Federal records;
- System requirements for document management and records management systems; and
- File format specifications for transferring electronic records to NARA.

Who Should Attend?

IT Project Managers, IT Acquisition staff, System Architects, System Analysts, Systems Engineers, System Integrators, Data Administrators, and contractors who serve in these positions are encouraged to attend.

Length: Half day   **Cost:** None

Specialized Courses

The Case for Records Management:

Issues for Federal Legal Counsel

Legal professionals understand that when business-critical information is missing or inaccessible, an agency risks damage to its reputation, failure to perform its mission, and expensive litigation. This half-day briefing by the National Archives and Records Administration legal and records management staffs will discuss issues related to discovery, records retention and legal holds, and electronic information. Good recordkeeping practices that are supported by an informed agency counsel are an agency's best defense against costly and time-consuming legal challenges.

Outcomes

By the end of this course, participants will be able to:

- Understand the definition of Federal records and how it applies to agency business;
- Identify best practices in building a defensible records management program;
- Understand counsel's role in an agency records management program;
- Recognize key points in Federal statutory and regulatory requirements that relate to agency records; and
- Identify challenges and legal issues associated with electronic records.

Who Should Attend?

The course targets General Counsel, inspectors general, attorneys, and paralegals interested in the management of their own records and/or responsible for providing legal direction in Federal agencies regarding agency records management and litigation. Other senior management and agency records officers are encouraged to attend for the advanced discussion of legal issues relating to agency recordkeeping requirements and responsibilities.

Length: Half day   **Cost:** None

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Specialized Courses

Recordkeeping: *A Program Manager's Survival Guide*

In today's business environment, the manager who has the relevant data first often wins, either by making a better, more informed decision or by responding efficiently to information requested. Effective records management can help ensure that managers and executives have the information they need when they need it. This half-day course provides a practical guide to policies, procedures, and legal requirements for managing program information.

Outcomes

By the end of this course, participants will be able to:

- Describe how proper information management contributes to agency programs;
- Identify legal requirements related to managing program information;
- Describe how to identify Federal records;
- Describe ways to manage program information to document actions and mitigate risk; and
- Recognize the management challenges presented by electronic agency information.

Who Should Attend?

The course targets mid-level managers such as division directors, branch chiefs, program management analysts, budget analysts, and others with decision-making responsibilities for program areas.

Length: Half day   **Cost:** None

Specialized Courses

Records Management for Everyone:
Web-Based Training

Every Federal employee and contractor manages Federal records and information. This web-based (approximately one hour) course provides an understanding of basic records management principles and how they affect daily work. This course will explore the techniques and protocols that govern the lifecycle of a record, including concepts of adequate and proper documentation, disposition, and where to go for help. It will discuss how managing records and information supports the work of the Federal Government and improves staff effectiveness.

Outcome:

By the end of this course, participants will be able to:
- Identify Federal records and the key requirements for managing them;
- Understand records management principles;
- Understand the repercussions of poor records management; and
- Know where to go for records management assistance.

Who should attend

The target audience includes all Government employees and contractors. This course is design for all levels of employees from senior management to the file clerk, anyone responsible for creating and maintaining Federal records. There are no formal prerequisites. Information on accessing this course is located on the web at *www.archives.gov/records-mgmt/training/*

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Length: approximately 1 hour   **Cost:** none

Specialized Courses

Advanced Electronic Records Management

Although the same principles of records management apply to electronic records and systems, there continue to be special considerations for creating and managing electronic records. Designed for individuals with some background in electronic recordkeeping, the course is an overview of tools, issues, and problems related to electronic records management. It also looks at emerging technologies and their implications for records management.

Outcomes:

At the end of the course, the participants will be able to

- Distinguish between a document management system and a records management system;
- Understand the requirements outlined in the DoD Design Criteria Standard for Electronic Records Management Applications (DoD 5015.2) and learn key records management steps involved in implementing a Records Management Application (RMA) at your agency;
- Identify legal requirements for electronic records;
- Demonstrate awareness of current issues in electronic recordkeeping as well as emerging technologies and their impact on records management;
- Explain techniques and tools being developed by NARA, including the Electronic Records Archives (ERA); and
- Understand how to manage records on both the agency's Internet and Intranet sites.

Who should attend

Participants with a basic understanding of electronic records management through completion of the NARA knowledge area courses, with experience in maintaining large collections of electronic records, or with a background in a technical field are the target audience.

Length: 2 days   **Cost:** $300

To Register

Records Management Training and Workshop Registrars

Region Registrar
Annie Mitchum
Washington Headquarters:
Archives I and II
Room 5320 (NWML)
8601 Adelphi Road
College Park, MD 20740-6001
annie.mitchum@nara.gov
(e-mail preferred)
301-837-0660
Fax: 301-837-3699

Washington National Records Center
Training Coordinator
NARA–Washington National Records
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Northeast Region
Connecticut, Maine, Massachusetts,
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Rhode Island, Vermont, Puerto Rico,
and the U.S. Virgin Islands
Workshop Team
NARA–Northeast Region
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Workshop@nara.gov (e-mail preferred)
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Fax: 781-663-0154

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NARA–Mid Atlantic Region

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Fax: 215-305-2038

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Central Plains Region

Iowa, Kansas, Missouri, and Nebraska

Robin Riat

NARA–Central Plains Region

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Southwest Region

Arkansas, Louisiana, Oklahoma, and Texas

John Garza

NARA–Southwest Region

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Rocky Mountain Region

Colorado, Montana, New Mexico, North Dakota, South Dakota, Utah, and Wyoming

Susan Johnson

NARA–Rocky Mountain Region

Denver Federal Center

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303-407-5720

Fax: 303-407-5731

Pacific Region

Hawaii, Guam, Northern California, Nevada (except Clark County), the Pacific Trust Territory, and American Samoa

Ed Hughes

NARA–Pacific Region

1000 Commodore Drive

San Bruno, CA 94066

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Pacific Region

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Deborah Wayne

NARA–Pacific Region

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Alaska

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Schedule FY 2006

> Check the NARA web site or particular regional registrars for the updated course availability *www.archives.gov/records-mgmt/training/*

Albuquerque, NM

Date Offered	Course Code
February 22, 2006	BRO
June 27, 2006	ITP
June 28, 2006	PMP
August 31, 2006	KA6
August 15–16, 2006	KA3
August 17–18, 2006	KA4
August 29–30, 2006	KA5
June 13–14, 2006	KA2

Anchorage, AK

Date Offered	Course Code
March 21, 2006	BRO
March 22, 2006	KA6

Asheville, NC

Date Offered	Course Code
June 9, 2006	KA6
June 5–6, 2006	KA2
June 7–8, 2006	KA3

Austin, TX

Date Offered	Course Code
November 7–8, 2005	KA3
November 9–10, 2005	KA5

Baton Rouge, LA

Date Offered	Course Code
May 19, 2006	KA6
May 15–16, 2006	KA2
May 17–18, 2006	KA4

Boise, ID

Date Offered	Course Code
March 7, 2006	BRO

Boston, MA

Date Offered	Course Code
January 17, 2006	KA1
February 14, 2006	BRO
April 18, 2006	BRO
April 19, 2006	PMP
May 3, 2006	ITP
May 16, 2006	KA1
August 1, 2006	BRO
January 18–19, 2006	KA2
March 14–15, 2006	KA3
May 17–18, 2006	KA4

Buffalo, NY

Date Offered	Course Code
July 13, 2006	BRO

Burlington, VT

Date Offered	Course Code
May 11, 2006	BRO

Cape May, NJ

Date Offered	Course Code
July 13, 2006	BRO

Charleston, SC

Date Offered	Course Code
June 26, 2006	KA1
June 27–28, 2006	KA4
June 29–30, 2006	KA5

Chicago, IL

Date Offered	Course Code
December 5, 2005	KA6
January 26, 2006	BRO
March 3, 2006	KA6
April 4, 2006	KA1
May 31, 2006	BRO
August 18, 2006	KA6
April 25–26, 2006	KA3
April 27–28, 2006	KA5
August 14–15, 2006	KA2
August 16–17, 2006	KA4
August 22–23, 2006	KA3
August 24–25, 2006	KA5
December 1–2, 2005	KA4
December 6–7, 2005	KA3
December 8–9, 2005	KA5
February 27–28, 2006	KA2
March 1–2, 2006	KA4
November 29–30, 2005	KA2

College Park, MD, Archives II

Date Offered	Course Code
October 28, 2005	KA6
November 1, 2005	ITP
November 8, 2005	PMP
December 6, 2005	BRO
December 7, 2005	LCP
January 10, 2006	KA1
January 24, 2006	LCP
January 25, 2006	PMP
February 1, 2006	ITP
February 2, 2006	KA1
February 6, 2006	KA1
February 22, 2006	BRO
March 15, 2006	KA1
March 23, 2006	PMP
March 27, 2006	LCP
March 28, 2006	ITP
April 4, 2006	KA1
April 17, 2006	KA1
April 20, 2006	KA6
April 21, 2006	BRO
June 9, 2006	KA6
June 15, 2006	PMP
July 10, 2006	KA1
July 19, 2006	LCP

August 1, 2006   KA1

August 7, 2006   PMP

August 17, 2006   ITP

April 10–11, 2006   KA3

April 12–13, 2006   KA4

April 18–19, 2006   KA5

April 5–6, 2006   KA2

August 2–3, 2006   KA5

February 14–15, 2006   KA5

February 7–8, 2006   KA3

February 9–10, 2006   KA2

February 16, 2006   KA6

January 19–20, 2006   KA2

July 11–12, 2006   KA3

July 13–14, 2006   KA4

July 26–27, 2006   AER

June 1–2, 2006   KA3

June 5–6, 2006   KA4

June 7–8, 2006   KA5

March 29–30, 2006   AER

May 23–24, 2006   KA2

May 25–26, 2006   AER

October 18–19, 2005   KA2

October 20–21, 2005   KA3

October 24–25, 2005   KA4

October 26–27, 2005   KA5

September 19–20, 2006   KA2

September 21–22, 2006   AER

Columbus, GA

Date Offered	Course Code
February 20–21, 2006	KA3
February 22–23, 2006	KA4

Columbus, OH

Date Offered	Course Code
April 5, 2006	BRO
July 18, 2006	KA1
July 19–20, 2006	KA4
May 17–18, 2006	KA2

Dallas, TX

Date Offered	Course Code
January 23, 2006	KA1
April 21, 2006	KA6
April 17–18, 2006	KA2
April 19–20, 2006	KA4
January 24–25, 2006	KA3
January 26–27, 2006	KA5

Dayton, OH

Date Offered	Course Code
January 10, 2006	KA1
August 1, 2006	BRO
December 7–8, 2005	KA2
January 11–12, 2006	KA4

Denver, CO

Date Offered	Course Code
February 16, 2006	KA1
March 8, 2006	BRO
March 9, 2006	PMP
July 13, 2006	ITP

July 25, 2006	LCP
April 25–26, 2006	KA5
April 4–5, 2006	KA3
March 1–2, 2006	KA2

Ellenwood, GA

Date Offered	Course Code
October 26, 2005	ITP
November 15, 2005	PMP
November 29, 2005	KA1
December 13, 2005	KA1
January 18, 2006	LCP
February 7, 2006	KA1
February 10, 2006	KA6
March 7, 2006	PMP
March 8, 2006	KA6
April 19, 2006	KA1
July 12, 2006	ITP
July 19, 2006	PMP
April 20–21, 2006	KA4
February 8–9, 2006	KA2
March 9–10, 2006	KA5

Fort Worth, TX

Date Offered	Course Code
March 8, 2006	BRO
May 24, 2006	BRO
July 12, 2006	BRO
September 11, 2006	KA1

September 22, 2006	KA6
September 12–13, 2006	KA3
September 14–15, 2006	KA5
September 18–19, 2006	KA2
September 20–21, 2006	KA4

Galveston, TX

Date Offered	Course Code
July 21, 2006	KA6
July 17–18, 2006	KA2
July 19–20, 2006	KA4

Honolulu, HI

Date Offered	Course Code
February 14, 2006	BRO
February 15, 2006	KA6

Hot Springs, AR

Date Offered	Course Code
June 16, 2006	KA6
June 12–13, 2006	KA2
June 14–15, 2006	KA4

Houston, TX

Date Offered	Course Code
June 27–28, 2006	KA3
June 29–30, 2006	KA5

Jacksonville, FL

Date Offered	Course Code
January 9, 2006	PMP
January 12, 2006	KA6
January 10–11, 2006	KA4

Kansas City, MO

Date Offered	Course Code
December 1, 2005	KA6
January 24, 2006	KA1
July 19, 2006	KA1
April 25–26, 2006	KA5
August 15–16, 2006	KA5
January 25–26, 2006	KA2
March 21–22, 2006	KA3
March 23–24, 2006	KA4
November 1–2, 2005	BRO

Las Vegas, NV

Date Offered	Course Code
March 3, 2006	KA6
Februay 27–28, 2006	KA4
January 24–25, 2006	KA2
January 26–27, 2006	KA3
March 1–2, 2006	KA5

Lexington, KY

Date Offered	Course Code
April 28, 2006	KA6
April 24–25, 2006	KA3
April 26–27, 2006	KA4

Little Rock, AR

Date Offered	Course Code
March 20, 2006	KA1
March 21–22, 2006	KA3
March 23–24, 2006	KA5

Long Beach, CA

Date Offered	Course Code
June 8, 2006	BRO

Louisville, KY

Date Offered	Course Code
May 18, 2006	KA6
May 16–17, 2006	KA5

Memphis, TN

Date Offered	Course Code
April 7, 2006	KA6
April 3–4, 2006	KA4
April 5–6, 2006	KA5

Minneapolis, MN

Date Offered	Course Code
June 16, 2006	KA6
July 24, 2006	KA1
July 25–26, 2006	KA3
July 27–28, 2006	KA5
June 12–13, 2006	KA2
June 14–15, 2006	KA4

Nashville, TN

Date Offered	Course Code
March 20, 2006	KA1
March 21–22, 2006	KA2
March 23–24, 2006	KA3

New London, CT

Date Offered	Course Code
January 12, 2006	BRO

New Orleans, LA

Date Offered	Course Code
February 20, 2006	KA1
February 21–22, 2006	KA3
February 23–24, 2006	KA5

New York, NY

Date Offered	Course Code
January 17, 2006	KA1
February 14, 2006	BRO
April 18, 2006	BRO
April 19, 2006	PMP
May 3, 2006	ITP
May 16, 2006	KA1
August 1, 2006	BRO
January 18–19, 2006	KA2
March 14–15, 2006	KA3
May 17–18, 2006	KA4

Norfolk, VA

Date Offered	Course Code
April 18, 2006	BRO

Oak Ridge, TN

Date Offered	Course Code
August 16, 2006	ITP
September 15, 2006	KA6
September 11–12, 2006	KA2
September 12–14, 2006	KA4

Oklahoma City, OK

Date Offered	Course Code
April 4–5, 2006	KA3
April 6–7, 2006	KA5

Orlando, FL

Date Offered	Course Code
December 9, 2005	KA5
December 5–6, 2005	KA2
December 7–8, 2005	KA3

Park City, UT

Date Offered	Course Code
June 8, 2006	KA6
June 6–7, 2006	KA4

Philadelphia, PA

Date Offered	Course Code
January 24, 2006	BRO
February 14, 2006	KA1
April 4, 2006	BRO
September 14, 2006	KA6
September 19, 2006	BRO
August 15–16, 2006	KA4
March 21–22, 2006	KA2
September 12-13, 2006	KA5

Phoenix, AZ

Date Offered	Course Code
May 1, 2006	KA1
May 22–23, 2006	KA3
May 2–3, 2006	KA2
May 24–25, 2006	KA4

Pittsburgh, PA

Date Offered	Course Code
July 25, 2006	BRO

Pittsfield, MA

Date Offered	Course Code
June 12, 2006	KA1
June 23, 2006	KA6
June 13–14, 2006	KA2
June 15–16, 2006	KA3
June 19–20, 2006	KA4
June 21–22, 2006	KA5

Portland, OR

Date Offered	Course Code
May 23, 2006	BRO
May 24, 2006	KA6

Portsmouth, NH

Date Offered	Course Code
March 9, 2006	BRO

Rehoboth Beach, DE

Date Offered	Course Code
May 4, 2006	KA6
May 2–3, 2006	KA3

Reno, NV

Date Offered	Course Code
June 15, 2006	BRO

Sacramento, CA

Date Offered	Course Code
May 10, 2006	BRO
May 11, 2006	PMP

San Antonio, TX

Date Offered	Course Code
December 9, 2005	KA6
December 5–6, 2005	KA2
December 7–8, 2005	KA4

San Bruno, CA

Date Offered	Course Code
February 9, 2006	BRO
June 22, 2006	KA6
June 20–21, 2006	KA4
March 14–15, 2006	KA2
July 17, 2006	KA1
August 25, 2006	KA6
August 21–22, 2006	KA4
August 23–24, 2006	KA5
July 18–19, 2006	KA2
July 20–21, 2006	KA3

San Francisco, CA

Date Offered	Course Code
January 18, 2006	KA1
January 19, 2006	LCP

Seattle, WA

Date Offered	Course Code
January 24, 2006	BRO
January 25, 2006	KA6
June 13, 2006	PMP
August 15–16, 2006	KA2
August 17–18, 2006	KA3

Tulsa, OK

Date Offered	Course Code
August 25, 2006	KA6
August 21–22, 2006	KA2
August 23–24, 2006	KA4

Washington, DC, Archives I

Date Offered	Course Code
June 21, 2006	ITP
June 27, 2006	KA1
August 15, 2006	BRO
August 28, 2006	KA1
September 11, 2006	KA1
September 14, 2006	KA6
September 18, 2006	KA1
August 29–30, 2006	KA3
August 31–September 1, 2006	KA4
June 28–29, 2006	KA2
September 12–13, 2006	KA5

Course Abbreviations

KA1 Records Management Overview

KA2 Creating and Maintaining Agency Business Information

KA3 Records Scheduling

KA4 Records Schedule Implementation

KA5 Asset and Risk Management

KA6 Records Management Program Development

BRO Basic Records Operations

ITP A Survival Guide for Information Technology Professionals: Information Assurance and Records Management

LCP The Case for Records Management: Issues for Federal Legal Counsel

PMP Recordkeeping: A Program Manager's Survival Guide

AER Advanced Electronic Records Management

**National Archives and
Records Administration**

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Washington, DC 20408-0001

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Tuesday, May 9, 2006

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Washington, DC
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